ACADEMIC EMPLOYEES

7202  TEMPORARY EMPLOYEES

7202.1 The District may employ temporary academic employees pursuant to the provisions of Education Code Sections 87478, 87480, 87481, 87482, and 87482.5. (Required Education Code Sections 87478, 87480, 87481, 87482 and 87482.5)

7203  EMPLOYMENT REQUIREMENTS

7203.1 It is the policy of Cerritos Community College District that faculty hiring procedures and guidelines be established to provide for a faculty of highly qualified individuals who are expert in their subject matter/service area, skilled in teaching, serve the needs of a varied student population, foster overall college effectiveness, and also are sensitive to and represent the diversity of the District's community. (Discretionary Education Code Section 87400; Title 5 Code Sections 53030-53034 and 53200-53204)

7203.2 The Board of Trustees, represented by the administration, has the legal and public responsibility for ensuring an effective hiring process. (Required Education Code Section 70902[4])

7203.3 The faculty, represented by the Faculty Senate, has an inherent professional responsibility in assisting in the development and implementation of policies and procedures which govern the hiring process to ensure the quality of the faculty. (Discretionary Education Code Section 70902[14][c-d]; Title 5 Code Sections 53200-53204)

7203.4 District hiring procedures are based on a recognition that responsibility for selecting well-qualified individuals is shared cooperatively by both faculty members and college administrators, participating effectively in all appropriate phases of the hiring process. All procedures relative to faculty hiring shall be conducted while maintaining strict confidentiality and by following the District's Affirmative Action/Staff Diversity Policy. (Required Education Code Sections 70902[14][c-d] and 87358; Title 5 Code Sections 53200-53204, 87400; 53000 et seq. and 53020 et seq.)

7203.5 The administration, acting as agents of the Board of Trustees, and the Faculty Senate, shall develop and adhere to mutually agree upon minimum qualifications and local standards in the hiring process. (Discretionary Education Code Section 87358; Title 5 Code Sections 53200-53204)
a. Each individual employed must possess qualifications that are at least equivalent to the State’s Disciplines List of Minimum Qualifications specified in regulations adopted by the Board of Governors. (Required Title 5 Code Section 53410 et seq.)

b. Minimum qualifications shall be used in the hiring of all full-time, part-time and temporary faculty members, non-teaching contract employees (such as librarians, counselors, extended opportunity and student service employees) and all new administrators who wish to qualify for administrative retreat rights. (Required Education Code Section 87357; Title 5 Code Section 53410 et seq.)

c. Local standards may be created for each position which may exceed, but not be less than, those specified on the State’s Disciplines List of Minimum Qualifications. (Discretionary Title 5 Code Section 53430[a])

d. Local equivalency procedures, developed and agreed upon jointly by the Board of Trustees represented by the administration and the Faculty Senate, shall be followed. (Required Title 5 Code Section 53430)

7203.6 The philosophy and Affirmative Action/Staff Diversity procedures which apply in the hiring of regular full-time faculty (as stated above) shall apply in the hiring of temporary part-time faculty. (Required Education Code Sections 87100 and 87400; Title 5 Code Sections 53000 et seq. and 53020 et seq.)

7203.7 Whenever possible, at least to the extent provided by law, part-time assignments shall be combined into full-time positions. (Discretionary Education Code Section 70902)

7203.8 The Board of Trustees authorizes the administration and the Faculty Senate to jointly establish and implement the procedures necessary to carry out these policies. A procedures manual shall be developed to specify the guidelines and procedures to be followed. (Discretionary Education Code Section 70902)

7203.9 The hiring and equivalency to minimum qualification policies and procedures are subject to review and revision at the request of either the Faculty Senate or the administration. (Required Education Code Sections 87357, 87358 and 87359; Title 5 Code Sections 53203 and 53430)
7205 **DUTIES OF FACULTY EMPLOYEES**  
(Discretionary Education Code Section 70902)

The President/Superintendent or designee shall maintain current descriptions for all faculty positions which specify professional duties, responsibilities, and qualifications for employment. The President/Superintendent or designee shall approve all revisions to such job descriptions.

7207 **FACULTY EMPLOYEE SENIORITY**  
(Required Education Code Sections 87414 and 87415)

7207.1 Every contract (probationary) and regular (tenured) faculty employee shall be deemed to have been employed on the date upon which he/she first rendered paid service in a probationary or contract position.

7207.2 Every faculty employee who first rendered paid service in a probationary or contract position on the same date shall participate in a single drawing to determine the order of employment. Any determination of an employee's order of employment pursuant to this section shall be made within 30 days of the date service was first rendered by the employee.

7207.3 The Vice President of Academic Affairs or designee shall establish procedures to develop, maintain and publish faculty employee seniority lists.

7208 **DISCIPLINE**  
(Required Education Code Sections 87660-87679)

The Cerritos Community College District shall discipline faculty employees pursuant to the provisions of the Education Code.

7211 **EVALUATION OF FACULTY PERSONNEL**  
(Discretionary Education Code Sections 87663-87684; Title 5 Code Sections 53200-52303)

The evaluation process for all tenured and non-tenured instructional and student service personnel is in conformance with Education Code Section 87664, Evaluations. The governing board of each district in consultation with the faculty shall adopt rules and regulations establishing specific procedures for the evaluation process. The purposes of the evaluation procedures are to improve instruction and performance and to encourage professional growth. The policy and procedures
for evaluation are designed to augment the previously adopted Joint Statement on Academic Freedom and Responsibility, the District policies on Faculty Hiring, Grievance and Due Process, and the faculty disciplinary action process described in Education Code Sections 87665-87684.

7213  FACULTY SERVICE AREAS

7213.1 The Board of Trustees of the Cerritos Community College District in conformance with Education Code Section 87743, provides for the establishment, in joint agreement with the Faculty Senate, of Faculty Service Areas (F.S.A.) to be used in the event of reduction in force while providing each contract or regular faculty member and educational administrator who has tenure as a faculty member the right to qualify for one or more of these Faculty Service Areas. (Required Education Code Sections 87743, 87443.1, 87443.2, and 87443.3)

7213.2 The Board of Trustees authorizes the administration and the Faculty Senate to jointly establish and implement the procedures necessary to carry out this policy. (Discretionary Education Code Section 70902)

7214  LATERAL ASSIGNMENTS OF FULL-TIME FACULTY MEMBERS
(Discretionary Education Code Section 70902; Title 5 Code Sections 53200-53204)

7214.1 A lateral assignment is a transfer from one division and/or department to another division and/or department within the college made in such a manner that faculty employees may render any service which their qualifications (i.e. possession of minimum qualifications and/or local standards for hire, competency, etc.) may entitle them to render.

7214.2 A lateral assignment applies to a full or partial transfer of an employee from one division and/or department to another division and/or department. The reassignment of educational administrator employees to other assignments does not fall under this policy.

7214.3 Lateral assignments may be considered contingent upon:

1) Regular Load
2) Overload
3) Summer School

7214.4 Lateral assignments shall be kept to a minimum. Should they become desirable or necessary, they shall be considered as soon as the need arises and
accomplished with dispatch to ensure the smooth operation of the instructional program.

7214.5 Lateral assignments shall be handled at the division/department level with the concurrence of the appropriate Vice President. All scheduling should be done to maximize the effectiveness of the instructional program. Lateral assignments shall be based upon established procedures and criteria.

7214.6 Implementation of this policy shall be in compliance with the relevant provisions of the Education Code and Board Policies dealing with qualifications for employment.

7214.7 Committee To Evaluate Competency
(Discretionary Education Code Sections 70902 and 87664; Title 5 Code Sections 53200-53204)

A. If a problem of assignment arises which cannot be resolved at the division/department level, a committee to evaluate competency shall then be established by the appropriate Vice President. Its recommendations shall be reported to the appropriate Vice President for any necessary action.

B. Each committee to evaluate competency shall be composed of the following:

1. One manager as appointed by the appropriate Vice President.

2. One manager from the receiving division to which the transfer is to be made, and

3. One tenured full-time faculty member

   a) selected by the receiving department, or

   b) if a tenured full-time faculty member from the receiving department is not available to serve on a committee, the manager of the receiving division will select another tenured full-time faculty member.

C. The purpose of the committee shall be to determine competency; that is, mastery of the proposed assignment under consideration.
7216 **SICK LEAVE**

7216.1 Each full-time academic employee shall be granted leave-of-absence at full pay for illness or injury in the amount of one day for each month of paid service (school or calendar month) in any school year, school holidays excluded. (Required Education Code Section 87781)

7216.2 Each academic employee employed in paid status for less than full-time shall be granted leave-of-absence at full pay for illness or injury each year for that proportion of the days that his/her employment bears to full-time employment. (Discretionary Education Code Section 87781)

7216.3 Each academic employee employed on an hourly or overload basis shall be granted leave-of-absence at his/her regular hourly rate of pay for illness or injury. The sick leave earned shall be one hour for each 20 hours of paid service. (Required Education Code Sections 70902, 87701 and 87765)

7216.4 Summer session sick leave credit for full-time employees shall be on the basis of the regular session equivalent of one day for each three unit course taught. For assignments below or above three units, the sick leave credit will be computed proportionately. (Required Education Code Sections 70902, 87765 and 87701)

7216.5 Credit for leave-of-absence for illness or injury need not be accrued prior to taking such leave by the employee and such leave-of-absence may be taken at any time during the school year. (Required Education Code Section 87781)

7216.6 Any academic employee of a community college district who has been an employee of that district for a period of one year or more and who accepts an academic position in another school district or community college district at any time during the second or any succeeding school year of his/her employment with the first district, or who, within the school year succeeding the school year in which the employment is terminated, signifies acceptance of his/her election or employment in an academic position in another district, shall have transferred with him/her to the second district the total amount of leave of absence for illness or injury to which he/she is entitled under Education Code Section 87781. (Required Education Code Section 87782)

7216.7 When an academic employee (except those employed in educational administrator positions) is absent from his/her duties on account of illness or accident for a period of five school months or less, whether or not the absence arises out of or in the course of the employment of the employee, the amount deducted from the salary due him/her for any month in which the absence occurs shall not exceed the sum which is actually paid a temporary substitute employee employed to fill his/her position during his/her absence; or, if no
temporary employee is employed, the amount that would have been paid to the
temporary employee had he/she been employed. (Required Education Code
Section 87780)

7217 FAMILY ILLNESS LEAVE
(Required Education Code Sections 70902, 87764, 87781, and 87784)

All academic employees (except those employed in educational administrator
positions) shall be granted necessary leave-of-absence from duty with full pay
for serious illness or accident in the employee's immediate family. Employees
assigned for a fractional part of a full-time assignment shall be entitled to such
leave under this section in the same ratio that his/her assignment bears to full-
time. Not more than three days of paid leave-of-absence because of family
illness under this section will be granted in any one school year.

7218 INDUSTRIAL ACCIDENT OR ILLNESS LEAVE
(Required Education Code Section 87787)

7218.1 All academic employees shall be entitled to 60 days of industrial accident or
illness leave arising out of and in the course of employment with the District,
during which the District is in session or when the employee would otherwise
have been performing work for the District in any one fiscal year for the same
accident or illness commencing on the first day of absence.

7218.2 Allowable leave shall not be accumulated from year to year, except that when an
industrial accident or illness occurs at a time when the full 60 days will overlap
into the next fiscal year. The employee shall be entitled to only that amount of
leave remaining at the end of the fiscal year in which the injury or illness
occurred for the same injury or illness.

7218.3 Any employee receiving benefits from industrial accident or illness leave shall,
during periods of injury or illness, remain within the State of California, unless
the Board of Trustees authorizes travel outside the state.

7218.4 Industrial accident or illness leave for each occurrence shall cease when
temporary disability benefits under Workers' Compensation Laws of the State of
California are discontinued for the applicable industrial accident or illness.
(Discretionary Education Code Section 87787[f])

7218.5 Any employee who is absent because of injury or illness which arose out of and
in the course of his/her employment and for which he/she is receiving temporary
disability benefits under Workers' Compensation Laws of the State of California,
shall not be entitled to receive wages or salary from the District which, when added to the temporary disability benefits, will exceed a full day's wages or salary.

7218.6 During such periods of temporary disability, sick leave, vacation or other available paid leave, used in conjunction with temporary disability benefits derived from Workers' Compensation, shall be reduced only in the amount necessary to provide a full day's wages or salary when added to the temporary disability benefits. Available leave benefits, less retirement or other authorized deductions, will be paid by the District.

7219 JURY DUTY
(Discretionary Education Code Section 87035)

Any employee serving in an academic position shall be granted a leave-of-absence when regularly called for jury duty in the manner provided for by law. The employee may be granted such leave with pay up to the amount of the difference between the employee's regular earnings and any amount received as juror's fees.

7220 SABBATICAL LEAVE

7220.1 Purpose of Leave
(Discretionary Education Code Section 87767)

Sabbatical leave-of-absence is a privilege accorded to academic employees for intellectual refreshment, normally to be obtained by study, research, travel, work experience or other creative activity. The ultimate objectives of sabbatical leaves are the enhancement of service to Cerritos College and to increase its distinction. The sabbatical leave-of-absence is not an earned right, but it is a privilege, which may be granted by the Board of Trustees. It is expected, therefore, that applications will be accompanied by a statement of a program which the applicant proposes to follow while on leave, that on return to regular duty, the employee will submit a typed report on the results of the leave as a record of professional growth and for retention in the College files.

7220.2 Service Eligibility
(Discretionary Education Code Section 87768)

An applicant for sabbatical leave must have rendered service in a contract or regular academic position in the Cerritos Community College District for at least six consecutive years immediately preceding the Sabbatical leave. A leave-of-
absence, except a sabbatical leave, does not count as a break in continuity of service for purpose of sabbatical leave consideration. However, any such absence shall not be included as service except as stated in Education Code Section 87768.

7220.3 **Length of Leave and Compensation**  
(Discretionary Education Code Sections 87767 and 87769)

For purposes of length of sabbatical leave, all academic school month employees shall be eligible after serving six consecutive years for a semester leave (five school months) or a school year (ten school months) at 70% of contract salary. All academic school month employees shall be eligible after serving ten consecutive years for a semester leave (five school months) or a school year (ten school months) at 100% of contract salary. All academic calendar month employees shall be eligible after serving six consecutive years for a semester leave (five calendar months) or a school year leave (ten calendar months) at 70% of contract salary. All academic calendar month employees shall be eligible after serving ten consecutive years for a semester leave (five calendar months) or a school year leave (ten calendar months) at 100% of contract salary.

7220.4 **Payment of State Teachers' Retirement System**  
(Discretionary Education Code Sections 22801 and 22803)

When an employee elects to pay to the retirement system his/her regular contribution on the remaining 30% of his/her contract salary during his/her Sabbatical Leave, the District will pay the employer and state costs for the employee. The employee on 70% sabbatical leave must notify the Payroll Department before he/she starts paying his/her monthly installments or making a lump sum payment.

7220.5 **Service Credit for Sabbatical Leave**  
(Discretionary Education Code Section 22902)

Service credit for sabbatical leave can be arranged through the State Teachers' Retirement System, Records and Statistics Division, Verification Section, in accordance with the provisions of Education Code Section 22902. Inquiries regarding sabbatical leave service and payment thereof should be directed to that office.

7220.6 **Health and Welfare**  
(Discretionary Education Code Section 87769)

The District will continue the District-paid health and welfare benefits as if the employee were being paid full contract salary.
7220.7 Number of Leave(s)
(Discretionary Education Code Section 70902)

The maximum number of sabbatical leaves granted in any one year shall not exceed five percent of the full-time academic employees. The maximum number of one-year sabbatical leaves will be limited to three percent of the full-time academic employees.

7220.8 Application for Leave
(Discretionary Education Code Section 70902)

Applications for a sabbatical leave must be filed with the Vice President of Academic Affairs by the deadline established by the Sabbatical Leave Committee. The Sabbatical Leave Committee, a standing committee of the Faculty Senate, will screen applications and make their recommendations to the Faculty Senate. Upon approval of the Faculty Senate, applications will be forwarded to the Vice President of Academic Affairs and the President/Superintendent for further consideration. In the event that the five percent quota is not met, other qualified employees should be notified by the Committee. These persons may then apply for a sabbatical leave up to the deadline established by the Sabbatical Leave Committee. Should any application be denied for lack of a suitable plan, the applicant will be given an opportunity to improve his/her plan and resubmit his/her application within the designated timelines established by the Committee. In addition to the academic employees who are granted sabbatical leaves of absence during one year, a list of academic employees will be established each year to be alternates in the event of a change of plans by the approved applicants.

7220.9 Report on Sabbatical
(Discretionary Education Code 87769)

Each employee returning from leave shall file a typed report within one semester after returning from sabbatical with the Sabbatical Leave Committee for acceptance. Accepted reports will be submitted to the Vice President of Academic Affairs for his/her approval. The Vice President of Academic Affairs will then forward the approved reports to the President/Superintendent for approval. The President/Superintendent will then forward the approved reports to the Board of Trustees for their approval. Where formal college credit has been earned during the leave, an official transcript will be provided for the Sabbatical Leave Committee. The Committee will forward the transcript to the Vice President of Academic Affairs. The Vice President of Academic Affairs will then forward the official transcript to the President/Superintendent. The President/Superintendent will then forward the official transcript to the Personnel Services Office for placement in the individual's personnel file.
7220.10 Return to Service
(Required Education Code Sections 87770 and 87774)

At the expiration of the leave-of-absence of the employee, he/she shall, unless he/she otherwise agrees, be reinstated in the position held by him/her at the time of granting of leave-of-absence. If an employee completed a one year sabbatical, he/she must render two additional years of service to the District. If an employee completed a one semester sabbatical, he/she must render one additional year of service to the District.

7220.11 Salary Increase
Discretionary Education Code Section 70902)

Sabbatical leaves shall be considered as regular service to the District for purposes of advancement on the salary schedule.

7220.12 Method of Payment
(Required Education Code Section 87770)

The compensation shall be paid the employee while on sabbatical leave in the same manner as when the employee is on his/her regular contract with the District upon the furnishing by the employee of a suitable bond indemnifying the District against loss in the event that the employee fails to render at least two years' service in the employ of the District following the return of the employee from a two semester leave or at least one year of service following return from a one semester leave. The bond shall be exonerated in the event that the failure of the employee to return and render the required service is caused by the death or physical or mental disability of the employee which precludes such service. If the Board of Trustees finds and by resolution declares that the interests of the District will be protected by the written agreement of the employee to return to the service of the District and render the required service therein following his/her return from the leave, the Board in its discretion may waive the furnishing of the bond and pay the employee on leave in the same manner as though a bond is furnished.

7220.13 Illness or Accident Provision
(Discretionary Education Code Section 87769)

Interruption of the program caused by a serious illness or accident during a sabbatical leave, evidence of which is satisfactory to the District, shall not prejudice an employee regarding the fulfillment of the conditions on which the leave was granted nor affect the amount of compensation to be paid such employee under the terms of the sabbatical leave. However, the
President/Superintendent or his/her designee must be notified in writing within 15 days of such illness or accident.

7220.14 Other Provisions
(Discretionary Education Code Section 87769)

In the event of any other circumstances which prevent the employee from completing the requirements of his/her leave, he/she must notify the President/Superintendent or designee immediately in writing.

7221 FACULTY GRIEVANCE POLICY
(Discretionary Education Code Section 70902)

Cerritos College faculty members are endowed with certain rights and responsibilities which derive from their status as members of the college community and colleagues in the academic profession. The Faculty Grievance Procedure is established as the means by which faculty rights may be adjudicated and enforced at Cerritos College. Whenever a faculty member believes that he or she has been subjected to unjust action or denied his or her rights, he or she may seek redress through the Cerritos College Faculty Grievance Procedure.

The Faculty Grievance Procedure may be utilized by faculty members against either educational or classified administrators, or against other faculty members. Faculty grievances may be initiated by full-time, permanent or probationary faculty members.